



No. 1 Fresh Show in China

China International Fruit & Vegetable Fair



Trade • Communication • Innovation • Technology

China FVF 2015 Exhibitor Service Manual

Sept. 9-11, 2015

Beijing • China National Convention Center

Presented By  China Great Wall International Exhibition Co., Ltd.

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All Forms can be Downloaded online: <http://en.chinafvf.com/load/>

GENERAL INFORMATION

Show Name	China FVF 2015
Date	Sept. 9-11, 2015
Venues	China National Convention Center, #E4 Hall #7 Tianchen East Road, Chaoyang District, Beijing
Organizer &	China Entry-Exit Inspection & Quarantine Association China Great Wall International Exhibition Co., Ltd.
General Contractor	China Great Wall International Exhibition Co., Ltd. #88 Nancaiyuan St. Xicheng Dist. Beijing Phone: +86-10-8810 2346/2253/2249 Fax: +86-10-8810 2254 E-Mail: chinafvf@chgje.com Website: www.chgje.com
Customs Broker & Shipping	Sinotrans Beijing Company Fairs & Events Logistics Branch #400, 4th Floor of Hall No.1, China International Exhibition Center 6 East Beisanhuan Road, Chaoyang District, Beijing 100028 Phone: +86-10-6467 1724 Fax: +86-10-6467 7828 E-Mail : weisun@sinotrans.com

Timeline

Move In	Sept. 7, Monday	8:30—17:00
	Sept. 8, Tuesday	8:30—21:00
Show Hours	Sept. 9, Wednesday.	9:30—17:00
	Sept. 10, Thursday.	9:30—17:00
	Sept. 11, Friday	9:30—14:00
Public Hours	Sept. 11, Friday	9:30—14:00
Exhibitor Admission	Daily.	9:00
Opening Ceremony	Sept. 9, Wednesday	10:00
Move Out	Sept. 11, Friday	14:00—21:00

SERVICES & CONTACT

SERVICES	CONTACT		DEADLINE
Rules & Regulations * ✓ Exhibitor Badges&Visitors Badge Order Form * ✓ Catalogue Registration Form * ✓ Conference & Concurrent Activities <input type="checkbox"/>	GIE #88 Nancai Yuan St. Xicheng District, Beijing Ms. Chen DUAN	Phone: +86-10-88102253 Fax: +86-10-8810 2254 Cell: +86-13811878109 duanchen@chgje.com	Aug. 20, 2015
Shell Scheme Fascia Form * Printing Services Order Form <input type="checkbox"/> Translation Service Order Form <input type="checkbox"/> Advertisement Order Form <input type="checkbox"/>	GIE #88 Nancai Yuan St. Xicheng District, Beijing Ms. Yizhi WEI	Phone: +86-10-88102249 Fax: +86-10-8810 2254 Cell: +86- 18618240959 weiyz@chgje.com	Aug. 29, 2015
Hotel Reservation Form <input type="checkbox"/> Shipping in Samples without Import Protocol (LIST)	GIE #88 Nancai Yuan St. Xicheng District, Beijing Mr. Tianwei YANG	Phone: +86-10-88102342 Fax: +86-10-8810 2254 Cell: +86- 18513612527 yangtw@chgje.com	Hotel: Aug. 29, 2015 Samples: Aug. 7, 2015
Visa Invitation Letter <input type="checkbox"/>	GIE #88 Nancai Yuan St. Xicheng District, Beijing Ms. Helen WANG	Phone: 86-10-88102270 xinyu@chgje.com	Aug. 20, 2015
Furniture Order Form <input type="checkbox"/> Power Supply, Compressed Air, Water & Internet Order Form <input type="checkbox"/>	GIE #88 Nancai Yuan St. Xicheng District, Beijing Ms. Yizhi WEI	Phone: +86-10-88102249 Fax: +86-10-8810 2254 Cell: +86- 18618240959 weiyz@chgje.com	Aug. 29, 2015
Customs Broken & Shipping <input type="checkbox"/>	Sinotrans 40, 4 th floor of Hall No.1, China International Exhibition Center, 6 East Beisanhuan Road, Yang District, Beijing Mr. Wei SUN Mr. Xi CHEN	Phone: 010-6467 1724 Fax: 010-6467 7828 E-Mail: weisun@sinotrans.com bjchxi@163.com	
Booth Catering	CNCC #7 Tianchen East Road, Chaoyang District, Beijing Mr. Bo QU	Phone: 010-8437 2008 Fax: 010-8437 0697 Email: qub@cnccchina.com	
Organization	GIE #88 Nancai Yuan St. Xicheng District, Beijing Dr. Lisa PANG; Ms. Chen DUAN Ms. Yizhi WEI;	Phone: 010-8810 2249 / 2346 Fax: 010-8810 2254 E-Mail: panglx@chgje.com duanchen@chgje.com weiyz@chgje.com chinafvf@chgje.com	

Notes*: Required for shell scheme exhibitors; ✓: Required for raw space exhibitors; ☐: Optional

NOTE TO EXHIBITORS

Dear Exhibitors,

We appreciate your participation of China FVF. Please take a few minutes and check the following points:

1. Exhibitors

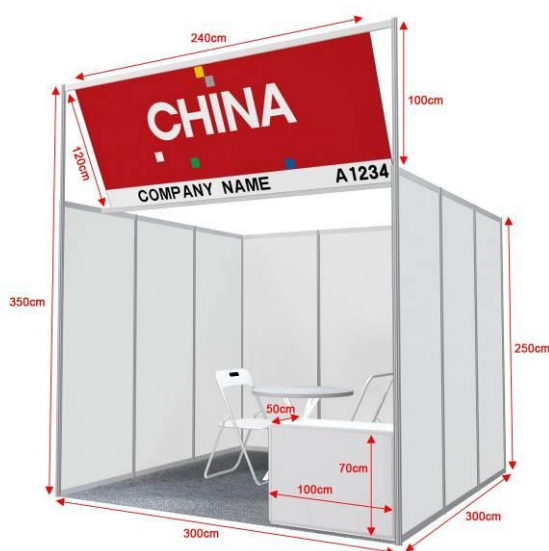
Exhibitor Service Manual can be downloaded at <http://en.chinafvf.com/ExhibitorFiles/>.

Exhibitor badges give access to all exhibition halls and conferences organized by China FVF, from move in to move out. Please fill in Form 1 for exhibitor badges. Blank badges can be obtained at the registration desk.

Exhibitor Registration: Entrance to E4

Exhibition Registration Hours: 8:30 to 17:00, Sept. 7 to Sept. 12

Shell Scheme Structure: 3MX3M, one fascia board, wall panels (1MX2.5M), one reception desk, one round table, two chairs, lights, one outlet and felt carpet.



2. Required Forms

Required forms for shell scheme exhibitors: Exhibitor Badges/Visitor Badges Order Form; Catalogue Registration Form; Shell Scheme Fascia Form.

Required forms for raw space exhibitors: Exhibitor Badges/Visitor Badges Order Form; Catalogue Registration Form.

Raw Space Contractor: Please inform your contractor to contact the organizer for required paperwork.

3. Visa application

Because we are a state-owned enterprise, our visa invitation letter is provided by our parent company registered in the foreign ministry system. Therefore it can take up to 5 to 7 working days. Please inform us as early as possible. Visa application (form 9) form can also be downloaded in the download center.

4. Visitors

Visitors are admitted at 9:30 from Sept. 9 to Sept. 11, 2015. China FVF organizer has sent out invitations to professionals and buyers. Exhibitors can also invite your clients and guests to attend by filling in Form 1:

- 1) asking the organizer to send them paper copy invitations;
- 2) asking the organizer to send them electronic badges by providing cell phone and emails;

3) asking your clients to follow us on wechat "chinafvf" and register as visitors

4) asking them to register on www.chinafvf.com as visitors.

5. Move in & Move out

Move in 8:30 to 17:00 on Monday Sept.7 & 8:30 to 21:00 on Tuesday Sept.8

Move out 14:00 to 21:00 on Tuesday Sept.11

6. Conferences

All conferences organized by China FVF Organizers are open to exhibitors at no cost. The schedule is at

<http://en.chinafvf.com/Schedule/>

Exhibitors can participate at the conferences showing their badges.

7. Dropsend

For big files, you can send through dropsend:

<https://myaccount.dropsend.com/login#>

User: chinafvf@chgje.com Password: 20141114

8. Shipping

Information on shipping can be found both in the Exhibitor Manual (Form 12) and on our website:

<http://en.chinafvf.com/exponeews/68.html>

If you want to ship in samples without protocol and have not finished all the procedure, please check with organizers.

13 Our Team

If you have any question, please feel free to reach out to any of us in the team:

Ms. Chen DUAN (exhibitor information, conference and shipping in samples without protocols)

duanchen@chgje.com Phone: 86-10-88102253; Cell: 86-13811878109

Ms.Yizhi WEI (shell scheme, furnishing, hotels, printing, translation, & advertisement)

weiyz@chgje.com Phone: 86-10-88102249; Cell: 86-18618240959

Dr. Lisa PANG, (raw space stand build & general questions)

panglx@chgje.com Phone: 86-10-88102346; Cell: 86-18511301838

Ms. Helen WANG (Visa)

xinyu@chgje.com Phone: 86-10-88102270

Mr. Tianwei Yang (Sample Shipping)

yangtw@chgje.com Phone: 86-10-88102342; Cell: 86-18513612527

RULES & REGULATIONS

1. **AGREEMENT:** By signing the Contract for China FVF Exhibition, Exhibitor agrees to abide by these Rules and Regulations and all amendments thereto and the decisions of Exhibition Management. For purposes of this Agreement, (i) the term "Exhibition Management" shall mean China Great Wall International Exhibition Co., Ltd. (GIE) (ii) the term "Center" shall mean the China International Convention Center, or any other exhibit hall designated by Exhibition Management in the future, (iii) the term "Exhibitor" shall mean the company that has submitted this Contract, and (iv) the term "Rules" shall mean these Rules and Regulations.
2. **UNDESIRABLE ACTIVITIES:** Exhibitor agrees that its exhibit shall be admitted into the Exhibition and shall remain from day to day solely on strict compliance with all the rules herein described. Exhibition Management reserves the right to reject, eject, or prohibit any exhibit in whole or in part after Exhibition Management's good faith determination is communicated to Exhibitor that the exhibit or Exhibitor is not in accord with the Contract or the Rules.
3. **BOOTH ASSIGNMENTS:** ChinaFVF Exhibition assignments will be made only after receipt from Exhibitor of this Contract and applicable booth fees. After assignment, space location may not be changed, transferred, or canceled by Exhibitor except upon written request and with the subsequent written approval of Exhibition Management. Notwithstanding the above, Exhibition Management reserves the right to change location assignments at any time, as it may, in its sole discretion, deem necessary.
4. **BOOTH REPRESENTATIVES:** Booth representation is limited to Exhibitor. Exhibitor shall not permit in its booth a non-exhibiting company representative. Exhibitor shall staff its booth during all open exhibition hours. Booth Representatives shall at all times wear badge identification approved by Exhibition Management. Exhibition Management may limit the number of booth personnel at any time.
5. **USE OF DISPLAY SPACE:** a) Restrictions on Space Rental: Without the express written permission of Exhibition Management, Exhibitor may not (i) sublet, subdivide or assign its space, or any part thereof, (ii) purchase multiple booths for the purpose of subletting or assigning to third parties, or (iii) permit in its booth any non-exhibiting company representative. Only companies or individuals that have contracted directly with Exhibition Management shall be listed in the Exhibition Directory or allowed on the Exhibition floor as an exhibitor. Only one company name per booth will be listed on any booth sign. No signs or advertising devices shall be displayed outside the exhibit space other than those furnished by Exhibition Management. Failure to comply with this provision may be sufficient cause for Exhibition Management to require the immediate removal of the exhibit and/or the offending Exhibitor, at the expense of Exhibitor. Failure to comply may also result in forfeiture of all fees paid. In addition, all booths must be fully carpeted and no exhibit shall be built to exceed height limitations set in the exhibitor manual. An exhibit that exceeds the height limitations will have to be altered to conform to the requirements, at Exhibitor's expense.
6. **INSTALLATION AND REMOVAL:** Exhibition Management has full discretion and authority over the placement, arrangement, and appearance of items which Exhibitor displays. Installation of all exhibits must be fully completed at least one (1) hour prior to the opening time of the Exhibition. If Exhibitor does not meet this deadline, Exhibitor will not be allowed to set up until two (2) hours prior to the next day's Exhibition hours. Any space not claimed by 8 AM, Sept. 9th 2015 may be resold or reassigned by Exhibition Management, without refund. All exhibit and booth materials must be removed by 9 PM, Sept.11, 2015. Exhibition Management reserves the absolute right to inspect any items removed from the exhibit.
7. **EARLY REMOVAL OF EXHIBITS NOT ALLOWED:** a) No exhibit shall be packed, removed, or dismantled prior to the closing of the Exhibition. If Exhibitor acts in breach of this provision, it shall pay as compensation for the distraction to the Exhibition's appearance, an amount equal to one-third of the total space charge for Exhibitor's allocated area, in addition to all sums otherwise due under this Agreement. b) For security reasons, any equipment removed from the Center prior to the official closing of the Exhibition shall require a special pass issued by Exhibition Management.
8. **PROHIBITED ACTIVITIES:** a) No cooking may take place in Exhibitor's space. b) All demonstrations, sales activities, and distribution of circulars and promotional material must be confined to the limits of Exhibitor's booth. Exhibitor must not place equipment for display or demonstration in such manner as to cause observers to gather in the aisles. All equipment for display or demonstration must be placed within the assigned booth to attract observers into the booth. c) Exchange of money or consummating the sale of goods or services on the Center floor is prohibited. Orders may be taken for future delivery only. d) Exhibits which include the operation of musical instruments, radios, sound motion picture equipment, public address systems, or any noise-making machines must be operated so that the noise resulting there from will not annoy or disturb adjacent exhibitors or their patrons. e) Exhibitor is prohibited from displaying any devices or objects in the booth that exceed the length of the back wall without prior written approval from Exhibition Management and the Center. f) Animals and pets are not permitted in the Center except in conjunction with an approved exhibit, display or performance legitimately requiring use of animals. Guide dogs are permitted. g) Exhibitor is not allowed to conduct any activities that could be considered an illegal lottery under the State laws where the event is to be held. h) Electrical equipment that is not AQSIIQ approved may not be used in the Center. No wiring, installation of spotlights or other electrical work shall be done

except by the electrical contractor authorized by Exhibition Management or the center.

9. **RIGHT OF ENTRY AND INSPECTION:** Exhibition Management, in its absolute discretion, shall have the right at any time to enter the leased area occupied by Exhibitor or otherwise inspect Exhibitor's material.
10. **BOOTH MAINTENANCE:** Exhibitor is required to maintain the daily cleanliness of its booth. Cleaning of booths shall take place at times other than Exhibition hours. Exhibition Management will be responsible only for the cleaning of aisle space and public areas.
11. **CARE OF BUILDING AND EQUIPMENT:** Exhibitor and its agents shall not injure or deface any part of the Center, the booths or booth contents or Exhibition equipment and decor. If Exhibitor causes any such damage, Exhibitor shall be liable to the owner of the property so damaged.
12. **CANCELLATION BY EXHIBITOR:** Exhibitor specifically recognizes and acknowledges that Exhibition Management will sustain certain losses if Exhibitor cancels its exhibit space after it has been assigned and confirmed by the Exhibition Management. Due to the difficulty, if not impossibility of determining and proving said losses, Exhibitor agrees to pay the following amounts as liquidated damages, and not as a penalty, if Exhibitor cancels all or part of its exhibit space on or within the time periods specified below:

TIME PERIOD

Prior to 17th Aug, 2015

On or After 17th Aug, 2015

LIQUIDATED DAMAGES

50% of rental fees

100% of rental fees

Upon receipt of written notice of cancellation by Exhibitor,

Exhibition Management has the right to resell the space and retain all revenue collected.

Any such re-sale shall not reduce the amount of liquidated damages to be paid by Exhibitor

13. **CANCELLATION OR POSTPONEMENT OF EXHIBITION:** In the event that any unforeseen occurrence shall render the fulfillment of this Contract impossible or inadvisable by Exhibition Management, this Contract shall be amended or terminated as determined by Exhibition Management to be appropriate. Exhibitor hereby waives any claim against Exhibition Management for damages or compensation in the event of such amendment or termination. As it determines to be appropriate, Exhibition Management may return a portion of the amount paid by Exhibitor for space after deduction of amounts necessary to cover expenses incurred in connection with the Exhibition. Such expenses shall include, but not be limited to, all expenses incurred by Exhibition Management as a result of contracts with third parties for services or products incidental to the Exhibition, including out of pocket expenses incidental to the Exhibition, and overhead expenses attributable to the production of the Exhibition. No monies will be returned should the dates or location of the Exhibition be changed by Exhibition Management, but Exhibitor will be assigned space, which Exhibitor agrees to use under these same Rules. Exhibition Management shall not be financially liable in the event the Exhibition is interrupted, canceled, moved, or dates changed, except as provided herein.
14. **EXHIBITOR DEFAULT:** If Exhibitor is in default of any obligation to GIE (including specifically failure to pay GIE within 30 days of invoice), GIE may terminate Exhibitor's right under this contract to participate in the Exhibition. If GIE elects to exercise such right of termination, it shall first give Exhibitor written notice stating its intent to terminate and the action that Exhibitor must take to avoid termination. If Exhibitor fails to cure the default within 10 days of the date of notice from GIE, Exhibitor shall have no further right to participate in the Exhibition. GIE's liability to return any amounts paid by Exhibitor under this contract will be limited as set forth in paragraph 12 above. Furthermore, GIE may retain any amount that would otherwise be returned by Exhibitor and apply such retained amount to satisfy the liability to GIE for which Exhibitor is in default.
15. **EXHIBITS AND PUBLIC POLICY:** Exhibitor is charged with knowledge of all State and local laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this Exhibition. Compliance with such laws is mandatory for Exhibitor, and the sole responsibility is that of Exhibitor. Exhibition Management and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual Exhibitor's space, materials and operation is concerned. Exhibitors with questions regarding such laws, ordinances, and regulations should contact Exhibition Management. All booth decorations including carpet must be flame-proofed, and all hangings must clear the floor. Electrical wiring must conform to States, Local Center Rules and the electrical code in Beijing. If inspection indicates that Exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to remove all or such part of his exhibit as may be in violation, at Exhibitor's expense. If unusual equipment or machinery is to be installed, or if appliances that might come under fire code are to be used, Exhibitor should contact the Exhibition Management for information concerning facilities or regulations. City and State fire regulations must be complied with. Use of hazardous materials, such as open flame or liquid propane gas, must be approved by the local Fire Department.
16. **ERRORS AND OMISSIONS:** Exhibition Management assumes no responsibility or liability for any of the services performed or materials delivered by official Exhibition contractors or other suppliers to the Exhibition, their personnel, or their agents. Any controversies which may arise between Exhibitor and official contractors or personnel of either, on the Exhibition premises shall be referred to Exhibition Management for resolution, and Exhibition Management's decision shall be final and binding.

17. **SECURITY:** Exhibition Management shall provide guard service throughout the hours of set-up, Exhibition hours, before and after Exhibition hours, and during dismantling period. This security is to prevent unauthorized entry into the Exhibition halls. A badge must be worn at all times. Exhibition Management reserves the absolute right to inspect any items removed from the exhibit area.
18. **LIABILITY:** a) all property of Exhibitor remains under its custody and control in transit to and from the Exhibit Hall, during installation and removal, and while it is within the confines of the Exhibit Hall. Neither Exhibition Management, the service contractors, the management of the Exhibit Hall nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of Exhibitor from theft, damage by fire, accident, vandalism or other causes, and Exhibitor expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property of Exhibitor, except where the damage or loss is due to the gross negligence or willful misconduct of the persons mentioned above. b) Exhibitor understands that Exhibition Management does not carry business interruption and property damage insurance coverage for loss or damage of Exhibitor's property.
19. **ENFORCEMENT OF REGULATIONS:** Exhibition Management has full power to interpret and enforce all of the Rules and the power to make amendments and/or further rules or regulations, orally or in writing, that are considered necessary for the proper conduct of the Exhibition. Such decisions shall be binding on Exhibitor. Failure to comply with these or any other rules or regulations may be sufficient cause for Exhibition Management to require the immediate removal of the exhibit and/or offending Exhibitor at the expense of Exhibitor. In addition, Exhibitor agrees to be bound by the terms of Exhibition Management's agreement with the Exhibit Hall in which the Exhibition is held. Failure to comply with all applicable rules may also result in forfeiture of all fees paid. Exhibition Management may lease any space so forfeited to another exhibitor and retain all revenues collected.
20. **CONFLICTING MEETING AND SOCIAL EVENTS:** In the interest of the entire Exhibition, Exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of Exhibition attendees, exhibitors, or invited guests from the educational sessions or Center during the official hours of the sessions or the Exhibition.
21. **WAIVER:** Waiver by either party of any term or condition or breach shall not constitute a waiver of any other term or condition or breach of this Contract. The rights of Exhibition Management shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of Exhibition Management.
22. **SEVERABILITY:** If any provision of this Contract is held invalid or unenforceable, neither the remaining provisions of this Contract nor other applications of the provisions involved shall be affected thereby.
23. **GOVERNING LAW:** This Contract shall be interpreted under PRC laws. The parties agree that any dispute arising under this Contract will be submitted to the local courts of Beijing.
24. **ENTIRE AGREEMENT:** This Contract constitutes the entire agreement of the parties with respect to the subject matter hereof and specifically supersedes all prior agreements or commitments, whether in writing or oral. No amendment or modification to this Contract shall be valid and binding on the parties unless set forth in writing and signed by both parties.

I have read and would abide by the above "Rules and Regulations".

Signature:

Date:

Please return the signed form to Ms. Chen Duan

duanchen@chgie.com

Phone: 86-10-88102253;

Cell: 86-13811878109

EXHIBITOR SERVICES ORDER PROCESS

There are two convenient ways for exhibitors to order their services.

1. Order Online

This is the most efficient and convenient way for exhibitors to order their core services and can be ordered at the following link: www.chinafvf.com

2. Order On-site

Orders can also be taken on-site at the Exhibitor Services desk; additional service charges will apply to on-site orders. Exhibitor Services will be available in the China National Convention Centre located at the Entrance of E4 Hall.

Hours of operation are

8:30am – 5:00pm Monday, Sept. 7, 2015

8:30am – 5:00pm Tuesday, Sept. 8, 2015

Download: <http://en.chinafvf.com/Resources/>

Exhibitor Badges / Visitors Badge Order Form (Form 1, Required)

Catalogue Registration Form (Form 2, Required)

Conference & Concurrent Activities (Form 3, Optional)

Shell Scheme Fascia Form (Form 4, Required for Shell Scheme Exhibitors)

Printing Services Order Form (Form 5, Optional)

Translation Service Order Form (Form 6, Optional)

Hotel Reservation Form (Form 7, Optional)

Advertisement Order Form (Form 8, Optional)

Visa Application Form (Form 9, Optional)

Furniture Order Form (Form 10, Optional)

Power Supply, Compressed Air, Water & Internet Order Form (Form 11, Optional)

Declaration Form for Temporary Import Exhibits (Form 12, Optional)

EXHIBITOR & VISITOR BADGES ORDER FORM

(FORM 1, REQUIRED)

Show Name	China FVF 2015	Deadline	2015.8.20
Contact	Chen DUAN	Email	duanchen@chgie.com

EXHIBITOR BADGES ORDER FORM		
Booth Number		
Company Name		
Contact		
Phone	Email	
EXHIBITOR BADGE ORDER FORM		
S/N	Name	Position
1.		
2.		
3.		
4.		
5.		
VISITOR BADGE ORDER FORM (ELECTRONIC VERSION)		
Name.	Cell Phone	Email
VISITOR INVITATIONS ORDER FORM (PAPER COPY)		
# of Copies	Mailing Address	Contact & Phone

Exhibitors can invite your clients and guests to visit your booth by:

- 1) asking the organizer to send them paper copy invitations;
- 2) asking the organizer to send them electronic badges by providing cell phone and emails;
- 3) asking your clients to follow us on wechat "chinafvf" and register as visitors
- 4) asking them to register on www.chinafvf.com as visitors.

CATALOGUE REGISTRATION FORM (Form 2, Required)

Show Name	China FVF 2015	Deadline	2015.8.20
Contact	Chen DUAN	Email	duanchen@chgie.com

CONTACT INFO

Booth # _____

Company Name _____

Address _____

Contact _____

Phone _____ Fax _____

E-Mail _____ website _____

COMPANY PROFILE

PRODUCT INFORMATION

Product profile:

Season:

Company profile both in English and Chinese within 200 words. Product information both in English and Chinese within 150 words.

CONFERENCE & CONCURRENT ACTIVITIES (Form 3. Optional)

Show Name	China FVF 2015	Deadline	2015.8.20
Contact	Chen DUAN	Email	duanchen@chgie.com

CONTACT INFO	BANK INFO
Booth # _____	Company Name: _____
Company Name _____	<u>China Great Wall Int'l Exhibition Co., Ltd.</u>
Contact _____	Bank Name: _____
Phone _____ Fax _____	<u>Bank of Communications Beijing Branch Haidian Sub-branch</u>
E-Mail _____	Bank Address: <u>#16 Suzhou St. Haidian, Beijing</u>
	Account Number: <u>110060576012015047196</u>
	SWIFT Code: <u>COMMCNSHBJG</u>

CONFERENCE SCHEDULE			
	Sept. 7, Monday	Sept. 9, Wednesday	Sept. 10, Thursday
10:00 – 12:00	Field Trip to Tianjin	Ribbon Cutting Ceremony	Executive Summit: China Fruit Marketing & Trading in Internet era
13:00 – 14:30		Industry Forum: Latest Government Policies & Regulations on International Fruit Trade	International Supply-Purchase Business Matching Meeting (International buyers)
15:00 – 17:00		Industry Forum: Policy analysis : Fruits allowable imported in China	China Supply-Purchase Business Matching Meeting (For Chinese importers, Supermarket, Retailers, Chains, E-commerce)
18:00 – 20:00		Banquet	

CONFERENCE SCHEDULE ORDER FORM			
	Price	# of Participants	Total
Field Trip to Tianjin	200 yuan		
Conferences	200 yuan/day		
Non Exhibitor B2B	1000yuan/company	Max. 3	
Extra Banquet Ticket	200yuan/person		

SHELL SCHEME FASCIA FORM

(Form 4. Required for Shell Scheme Exhibitors)

Show Name	China FVF 2015	Deadline	2015.8.29
Contact	Yizhi WEI	Email	weiyz@chgie.com

CONTACT INFO	BANK INFO
Booth # _____ Company Name _____ Contact _____ Phone _____ Fax _____ E-Mail _____	Company Name: <u>China Great Wall Int'l Exhibition Co., Ltd.</u> Bank Name: <u>Bank of Communications Beijing Branch Haidian</u> <u>Sub-branch</u> Bank Address: <u>#16 Suzhou St. Haidian, Beijing</u> Account Number: <u>110060576012015047196</u> SWIFT Code: <u>COMMCNSHBJG</u>

SHELL SCHEME FASCIA FORM				
Specifications				
Material	Length (CM)	Width (CM)	Selection	Fee
Standard Flex	270	110		Included in Shell Scheme Booth
Customized Flex				200 yuan/sqm
KT Board				300 yuan/sqm
Fascia Company Name (Chinese)				
Fascia Company Name (English)				

Note: company name on fascia board within 20 words, including spaces.

PRINTING SERVICE ORDER FORM(Form 5. Optional)

Show Name	China FVF 2015	Deadline	2015.8.29
Contact	Yizhi WEI	Email	weiyz@chgie.com

CONTACT INFO	BANK INFO
Booth # _____	Company Name:
Company Name _____	<u>China Great Wall Int'l Exhibition Co., Ltd.</u>
Contact _____	Bank Name:
Phone _____ Fax _____	<u>Bank of Communications Beijing Branch Haidian Sub-branch</u>
E-Mail _____	Bank Address: <u>#16 Suzhou St. Haidian, Beijing</u>
	Account Number: <u>110060576012015047196</u>
	SWIFT Code: <u>COMMCNSHBJG</u>

PRINTING SERVICE ORDER FORM							
S/N	Size (cm)	Paper Thickness	Unit	Price (¥)	Min	Quantity	Note
Photo Copy							Format: JPG PDF , Size 300dpi
1	21x28.5	< 200 g	1 page	9	50		
2	21x28.5	< 200 g	1 page	18	50		
3	21x28.5	< 200 g	10 pages	42	50		
Print							
4	21*28.5	< 200 g	1 page	3	500		
5	21x28.5	< 200 g	10 pages	4.2	500		
6	21x28.5	< 200 g	10 pages	10.8	500		
7	21x28.5	< 200 g	10 pages	13.44	500		
8	21x28.5	< 200 g	10 pages	11.18	1000		
Graphics							
9	Flex			200 yuan/sqm			
10	KT Board			300 yuan/sqm			
Pop-Up							
11	Aluminum	800(W)X200(H)	set	120			
12	frame, single	800(W)X200(H)	set	160			
13	side graphics	800(W)X200(H)	set	180			

TRANSLATION SERVICE ORDER FORM (Form 6, Optional)

Show Name	China FVF 2015	Deadline	2015.8.29
Contact	Yizhi WEI	Email	weiyz@chgie.com

CONTACT INFO	BANK INFO
Booth # _____	Company Name: _____
Company Name _____	<u>China Great Wall Int'l Exhibition Co., Ltd.</u>
Address _____	Bank Name: _____
_____	<u>Bank of Communications Beijing Branch Haidian Sub-branch</u>
Contact _____	Bank Address: <u>#16 Suzhou St. Haidian, Beijing</u>
Phone _____ Fax _____	Account Number: <u>110060576012015047196</u>
E-Mail _____	SWIFT Code: <u>COMMCNSHBJG</u>

TRANSLATION SERVICE ORDER FORM				
Language & Price Date	Reception	English	Russian	Spanish
	¥ 1000/Day	¥ 1200/Day	¥ 1800/Day	¥ 2200/Day
Sept. 9, Wednesday				
Sept. 10, Thursday				
Sept. 11, Friday				
Extra cost may generate for onsite order. Minimum order is half day.				

HOTEL RESERVATION FORM (Form 7. Optional)

Show Name	China FVF 2015	Deadline	2015.8.29
Contact	Tianwei Yang	Email	yangtw@chgje.com

Hotel	Room Type	Price/Day (including breakfast & 15% service fee)	Guest Name	Check in	Check out	# of Rooms
CNCC Grand Hotel ★★★★★	Standard	900	http://meeting.cnccgrandhotel.com/m71/hotel_s_reg.aspx			
	Deluxe	1000	http://en.chinafvf.com/Travel/			
Ramada Parkside Beijing Hotel ★★★★★	Single Bed	600				
	Double Beds	660				

CNCC Grand Hotel www.cnccgrandhotel.com	Building 1, No. 8 Precincts, Beichen West Road, Chaoyang District, Beijing Book Online
Ramada Parkside Beijing Hotel www.ramadabeijing.com	#214 Huizhong Beili, Chaoyang District, Beijing Book by fill in the form



ADVERTISEMENT ORDER FORM (Form 8. Optional)

Show Name	China FVF 2015	Deadline	2015.8.30
Contact	Yizhi WEI	Email	weiyz@chgie.com

CONTACT INFO	BANK INFO
Booth # _____	Company Name: _____
Company Name _____	<u>China Great Wall Int'l Exhibition Co., Ltd.</u>
Contact _____	Bank Name: _____
Phone _____ Fax _____	<u>Bank of Communications Beijing Branch Haidian Sub-branch</u>
E-Mail _____	Bank Address: <u>#16 Suzhou St. Haidian, Beijing</u>
	Account Number: <u>110060576012015047196</u>
	SWIFT Code: <u>COMMCNSHBJG</u>

Reservation Form					
S/N	Position	Color	Size (mm)	Price (¥)	Quantity
1.	Inside Full-page	Full Color	210 x 285	6,000	
2.	Inside Full-page	Black & White	210 x 285	4,500	
3.	Inside Half-page	Full Color	210 x 135	3,500	
4.	Inside Front Cover	Full Color	210 x 285	10,000	
5.	Inside Back Cover	Full Color	210 x 285	8,000	
6.	Back Cover	Full Color	210 x 285	10,000	
7.	Insert (Double Side)	Full Color	200 x 275	9,000	
8.	Ticket Logo	Full Color	10X20	800	
9.	Tote Bag Logo	Two Color	100X100	2,500	
10.	Badge Lanyard	Single Color	200X10	1,500	
11	Road Signs	Outdoor	0.5M x 1.8M	¥ 2000/pair/show period	
12	Advertisement Board	Outdoor	6M(W) x 4M(H)	10000/ show period	
12	Advertisement Board	Outdoor	10M(W) x 4M(H)	15000/ show period	
14	Balloon	Outdoor	0.7M(W) x 10M(H)	¥ 2500/Day	
15	Show Floor Hanging Signs	Indoor	0.6(M) x 1.5(M)	¥ 4000/row/ show period	
16	Show Floor Advertisement Board	Indoor	5M(W) x 3M(H)	¥ 6000/unit/ show period	

Notice: * Format of printing file: AI, PDF or PSD

CATALOGUE ADVERSIMENT SIZE



210 x 285 (cm)



210 x 135 (cm)

SHOW FLOOR ADVERTISEMENT SIZE



S/N	E-003	Name	Flag-1
Size	0.5m x 1.8m	Position	Outdoor
Price		¥ 2000 / pair	
Order	10 pairs/min	Total	40 pairs

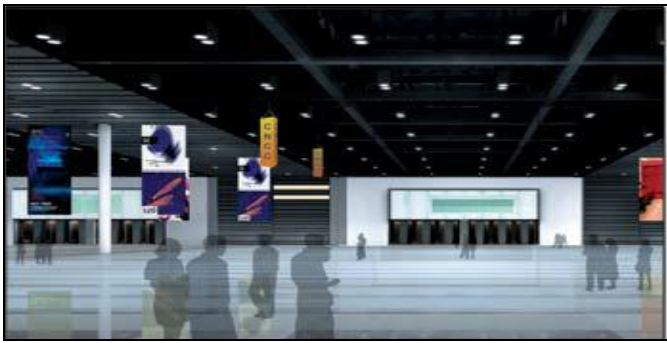


S/N	E-005	Name	Board
Position	Outdoor		
Size	6m(Width)x4m(Height)	Price	¥ 10000
Size	10m(Width)x4m(Height)	Price	¥ 15000

S/N	E-007	Name	Balloon
Sphere Size	Diameter 2.5m	Position	Outdoor
Scroll Size	0.7m(width) x 10m(Height)	Price	¥ 2500



S/N	E-009	Name	Flag-2
Size	0.6m(width) x 1.5m(Height)	Position	Indoor
Order	4 rows/min	Price	¥ 4000
Total	29 row; 9 flags/row		



S/N	E-011	Name	Hanging Sign
Size	5m(width) x 3m(Height)	Position	Indoor
		Price	¥ 6000

VISA INVITATION LETTER FORM (FORM 9, Optional)

Show Name	China FVF 2015	Deadline	2015.8.20
Contact	Helen WANG	Email	xinyu@chgie.com

Invitation Information for Visa

(PLS TYPE)

(HAND-WRITTEN FORM WILL NOT BE PROCESSED)

Full Name (shall be the same as your name in yr passport):

Gender:

Date of Birth: (year\month\day)

Nationality:

Position:

Company name:

Business Scope:

Tel:

Fax No. (Obligatory):

E-mail Add:

Passport Number:

In which Country you'll apply yr Chinese visa:

Have you ever been to China before?

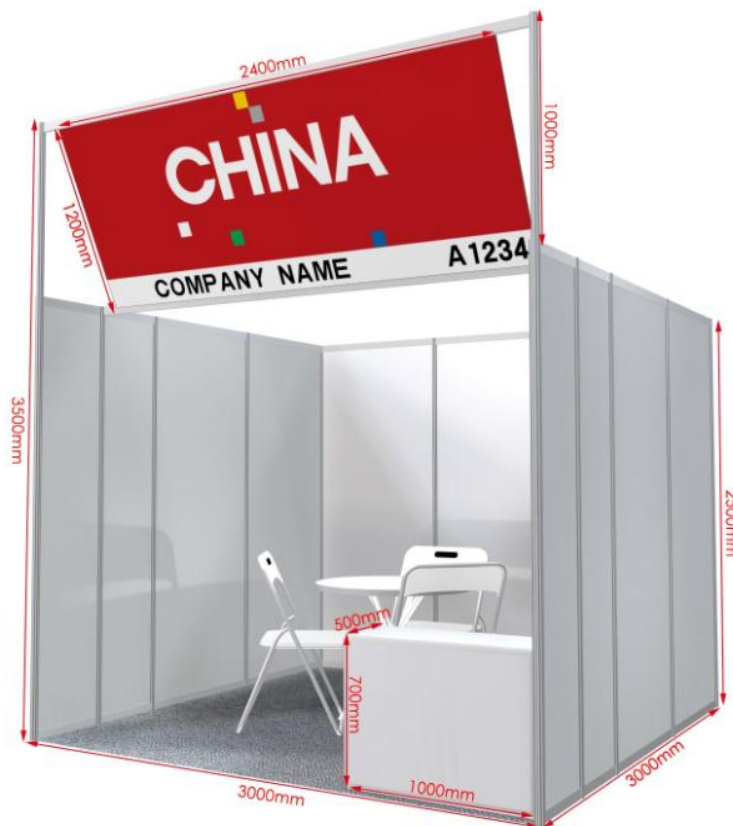
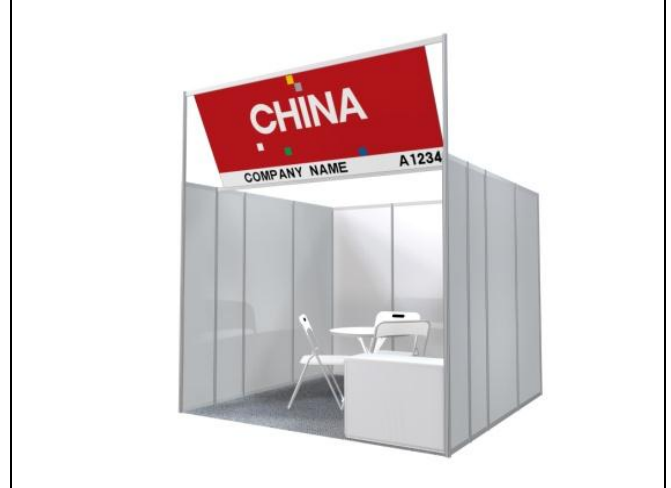
Yr Visiting Schedule:

Pls email yr scanned copy (photo page only) of passport and business card to xinyu@chgie.com

Please e-mail this form back to us ASAP upon yr completion.

SHELL SCHEME SPECIFICATIONS

Exhibit spaces will be sold as 3m x 3m areas and multiples thereof. Inline booths will be delineated by white booth drape as per the below drawing.



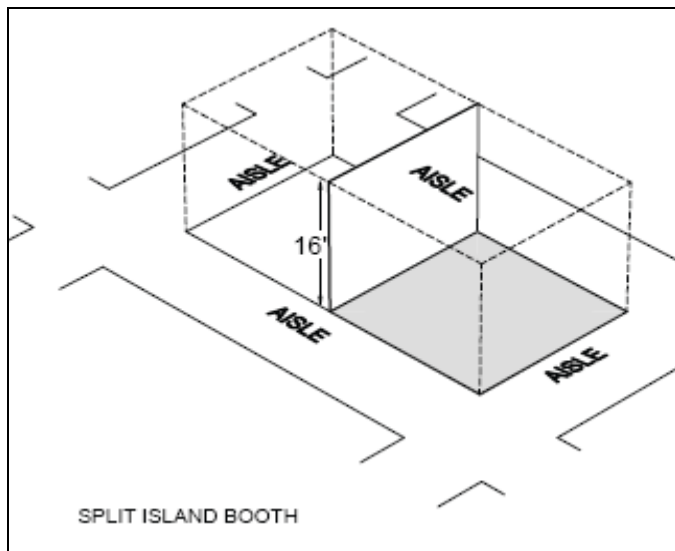
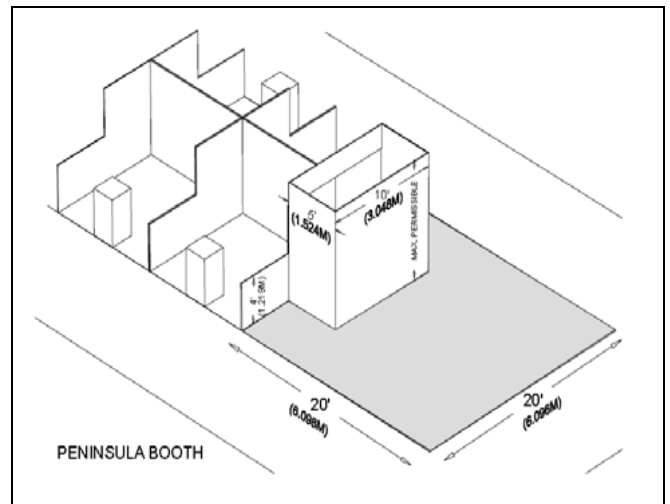
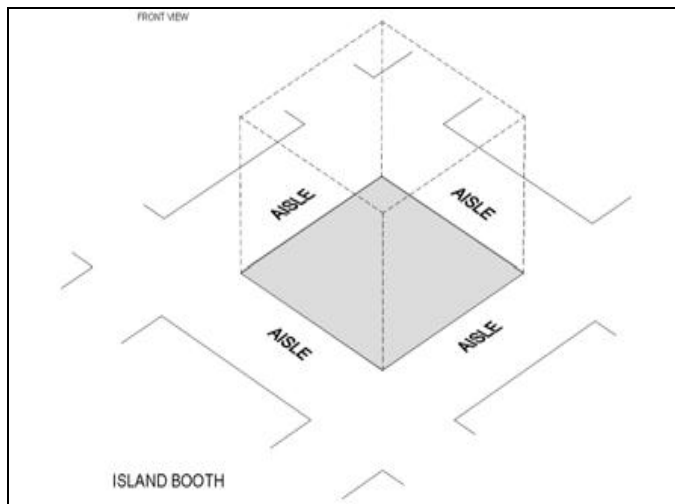
Configuration: 3m x 3m; Carpet; Wall Panel; 1 Fascia; 1 Reception Desk ; 1 Round Table; 2 Chairs; 2 Lights and 1 Socket

RAW SPACE SPECIFICATIONS

Larger island and peninsula booths will be outlined in the exhibit hall with floor tape only. The exhibit hall is a concrete floor and is not carpeted. The China FVF strongly recommends that each booth space have appropriate floor covering.

The common areas and aisles inside the exhibit hall will be carpeted in **orange** carpet.

All furnishings, signs, plants will be the responsibility of the exhibitor. GIE has a wide selection of services available including hard wall packages and custom exhibits.



FURNITURE ORDER FORM (Form 10. Optional)

Show Name	China FVF 2015	Deadline	2015.8.20
Contact	Yizhi WEI	Email	weiyz@chgje.com



型号/Part # 1000
咨询桌 / Counters
L1030 x W535 x H760



型号/Part # 1100
锁柜 / Cabinets with Lock
L1030 x W535 x H760



型号/Part # 1200
梯形展示台 / Show Counters
L960 x W745 x H760



型号/Part # 1300
高展示柜A / Showcases
L535 x W535 x H2000



型号/Part # 1400
高展示柜B / Showcases
L1030 x W535 x H2000



型号/Part # 1500
低展示柜 / Showcases
L1030 x W535 x H1000



型号/Part # 1600
低展示架 / Showcases
L1440 x W535 x H1000



型号/Part # 2000
吧桌 / Bugle Base Tables
dia.600 x H1010



型号/Part # 2100
圆桌 / Pedestal Tables
dia.700 x H1010



型号/Part # 3000
长条桌 / Cocktail Tables
L1440 x W535 x H760



型号/Part # 3100
方桌 / End Tables
L740 x W740 x H760



型号/Part # 3200
玻璃方桌 / Glass End Tables
L740 x W740 x H760

*L:长 W:宽 H:高 Unit: mm



型号/Part # 4000
吧椅 / Barstool



型号/Part # 4100
扶手椅 / Armchair



型号/Part # 4200
折椅 / Folding Chair



型号/Part # 4300
洽谈椅 / Stack Chair



型号/Part # 4400
靠背椅 / Tub Chair



型号/Part # 5000
高展示架 / Étag è re
L1030 x W535 x H2000



型号/Part # 5100
资料架 / Display Stand
L260 x W260 x H1420



型号/Part # 5200
活络层板 / Straight & Angled Shelve
L1000 x W300



型号/Part # 5300
果蔬展示架 / Display Shelve
L500 x W300 x H1500



型号/Part # 6000
展位折叠门 / Folding Door
W1000 x H2000



型号/Part # 6100
展位板门 / Door
W1000 x H2000



型号/Part # 6200
洞洞板 / Wall Panel
W1000 x H2000

*L:长 W:宽 H:高 Unit: mm



型号/Part # 7000
咖啡机 / Coffee Machine
220v



型号/Part # 7100
冰箱 / Refrigerator 300L
220v



型号/Part # 7200
电视 / TV 42"



型号/Part # 7300
饮水机 / Water Dispenser
220v



型号/Part # 7400
插线板 / Socket



型号/Part # 8000
拉带 / Retractable Belt



型号/Part # 9000
100W短臂射灯
Light: 100 W



型号/Part # 9100
100W长臂射灯
Stem Light: 100 W

*L:长 W:宽 H:高 Unit: mm

CONTACT INFO	BANK INFO
Booth # _____	Company Name: _____
Company Name _____	<u>China Great Wall Int'l Exhibition Co., Ltd.</u>
Contact _____	Bank Name: _____
Phone _____ Fax _____	<u>Bank of Communications Beijing Branch Haidian Sub-branch</u>
E-Mail _____	Bank Address: <u>#16 Suzhou St. Haidian, Beijing</u>
	Account Number: <u>110060576012015047196</u>
	SWIFT Code: <u>COMMCNSHBJG</u>

S/N	Furniture	Length x Width x Height (mm)	Price (RMB)	Total	Remark
Part # 1000	Counter	1030 x 535 x 760	270		
Part # 1100	Cabinet with Lock	1030 x 535 x 760	324		
Part # 1200	Show Counter	960 x 745 x 760	370		
Part # 1300	Showcase A	535 x 535 x 2000	975		
Part # 1400	Showcase B	1030 x 535 x 2000	1170		
Part # 1500	Showcase C	1030 x 535 x 1000	630		
Part # 1600	Showcase D	1440 x 535 x 1000	1070		
Part # 2000	Bugle Base Table	Dia. 600 x 1010	468		
Part # 2100	Pedestal Table	Dia. 700 x 1010	270		
Part # 3000	Cocktail Table	1440 x 535 x 760	340		
Part # 3100	End Table	740 x 740 x 760	270		
Part # 3200	Glass End Table	740 x 740 x 760	310		
Part # 4000	Bar Stool	-	144		
Part # 4100	Armchair	-	90		
Part # 4200	Folding Chair	-	54		
Part # 4300	Chair	-	72		
Part #4400	Stage Chair		400		
Part # 5000	Display Stand	1030 x 535 x 2000	540		
Part # 5100	Literature Rack	260 x 260 x 1420	162		
Part # 5200	Straight & Angled Shelf	1000 x 300	100		
Part # 5300	Fruit & Veg Display Shelf	500 x 300 x 1500	700		
Part # 6000	Folding Door	1000 x 2000	380		
Part # 6100	Door	1000 x 2000	360		
Part # 6200	Wall Panel	1000 x 2000	90		
Part # 7000	Coffee Machine		1500		
Part # 7100	Refrigerator	300L / 220V	2000		

Part # 7200	TV	42" / 220V	2000		
Part # 7300	Mater Machine	220V	300		
Part # 9000	Lights	100 Watt/ 220V	144		

POWER SUPPLY, COMPRESSED AIR, WATER & INTERNET

ORDER FORM (Form 11, Optional)

Show Name	China FVF 2015	Deadline	2015.8.29
Contact	Yizhi WEI	Email	biansj@chgie.com

CONTACT INFO	BANK INFO
Booth # _____	Company Name: _____
Company Name _____	<u>China Great Wall Int'l Exhibition Co., Ltd.</u>
Contact _____	Bank Name: _____
Phone _____ Fax _____	<u>Bank of Communications Beijing Branch Haidian Sub-branch</u>
E-Mail _____	Bank Address: <u>#16 Suzhou St. Haidian, Beijing</u>
	Account Number: <u>110060576012015047196</u>
	SWIFT Code: <u>COMMCNSHBJG</u>

POWER SUPPLY					
Power Supply for Lighting					
15A/220V	Show Period	¥ 2200	24 Hour	¥ 3800	Quantity
15A/380V	Show Period	¥ 3800	24 Hour	¥ 7200	
30A/380V	Show Period	¥ 6000	24 Hour	¥ 9600	
60A/380V	Show Period	¥ 10000	24 Hour	¥ 23000	
100A/380V	Show Period	¥ 14000	24 Hour	¥ 34000	
Temporary Power Supply					
15A/220V	Show Period		¥ 500		
Power for Machinery					
15A/220V	Show Period		¥ 1600		
15A/380V	Show Period		¥ 2400		
30A/380V	Show Period		¥ 4800		
60A/380V	Show Period		¥ 6400		
100A/380V	Show Period		¥ 9000		
All booths by our electrician electrical box is responsible for the installation to the booth, electrical box (booth) power switch under the pile by the exhibitors themselves and responsible work, and by our electrician to regulation. The above shuttle charges already include electricity.					
COMPRESSED AIR					
300L/Min	Output≤0.3 m3/min, Pressure 6~8kgf/cm2		Show Period	¥ 1200	Quantity
600L/Min	Output≤0.6 m3/min, Pressure 6~8kgf/cm2		Show Period	¥ 1500	

1000L/Min	Output \geq 1.0 m ³ /min	Show Period	¥ 2500	
Water				
Water Pressure : 4kg/cm ²		Show Period	¥ 1200	Quantity :

WIRED INTERNET ACCESS (Show Period)			
	Capacity	Price	Total
1.	1 MB	¥ 20,000	
2.	2 MB	¥ 25,000	
3.	5 MB	¥ 30,000	
4.	10 MB	¥ 45,000	
WIRED INTERNET ACCESS (Per Day)			
	Capacity	Price	Total
1.	1 MB	¥ 12,000	
2.	2 MB	¥ 13,500	
3.	5 MB	¥ 20,000	
4.	10 MB	¥ 30,000	

※ **Important Information:**

- Wired Internet access provides only one network connection into a booth. The customer must provide or rent a hub or switch and cables for additional device connections.
- There are no refunds for orders cancelled after event has commenced, or services installed and not used during an event (no exceptions).
- Prices are based on current rates and are subject to change without notice.
- Claims will not be considered unless submitted by customer prior to the end of the event.

SHIPPING GUIDELINE

SHIPPING GUIDELINE

1. Communication

Exhibitors are kindly requested to direct all their shipping inquiries, information, and documents to:

SINOTRANS BEIJING FIARS & EVENTS LOGISTICS CO., LTD.

Address: 400, 4th Floor of Hall No.1

China International Exhibition Center

6 East Beisanhuan Road, Chaoyang District,

Beijing, P. R. China

Zip Code: 100028

Tel: 0086-10-64671724/ 0086-10-84601638

Fax: 0086-10-64677828

E-mail: bjchxi@163.com weisun@sinotrans.com

Ctc: Mr. Chen Xi; Mr. Sun Wei

2. Time Schedule and relevant Deadlines

*Cargo arrival at Beijing Capital Airport --- **before 1st Sep.**

*B/L, AWB, Declaration Forms (see attachment), Sample of advertising materials and other shipping documents reaching us --- **10 days before cargo arrival at Xingang Port**

*Cargo delivery to exhibition hall ----- **before 8th Sep.**

*Cargo disposal notification to us ----- **before 11th Sep.**

*Empty package returning to stand and cargo delivery to storage area ----**before 11th Sep.**

The above time schedule and relevant deadlines for documents, information, exhibits and payment must be rigidly observed and we will not be responsible for any consequences due to the late arrival thereof.

3. Routings

a) seafreight destination port ----- **Xingang Port**

b) airfreight destination port ----- **Beijing Capital Airport**

Exhibitors may consign their exhibits to Sinotrans Beijing Company either:(a)to Sinotrans Beijing Company directly; (b)Through our nominated oversea forwarding agents in your area.

We hereby earnestly advise exhibitors to entrust their exhibits to our nominated agents. We have a long-term cooperation with these agents who have accumulated rich experience in documentation and on-site operation especially for overseas exhibits to be sent to this exhibition. Thus, we believe they will provide the most convenient service to the exhibitors. If exhibitors entrust their exhibits to other agents who are not nominated by us, these exhibits can hardly be guaranteed the timely delivery to the booth before the exhibition, as well as the timely return from China after the exhibition. In addition, exhibitors are requested to strictly abide by the stipulations and deadlines in this Shipping Guideline in terms of documentation, information, and exhibits for this exhibition.

4. Documents

Documents needed for customs clearance and other procedures:

*Declaration Form (see attachment) --- **3 copies**

*Commercial invoice --- **1 copy**

*Airway bill --- **1 copy**

*Insurance policy --- **1 copy**

* Quarantine and/or fumigation certificate:

For wood packing, the IPPC (International Plant Protection Convention) Mark should be put/stuck on both sides of the outside package; For non-wood packing, a letter of Declaration of Non-Wood Packing Material should be submitted (**1 original and 1 copy**)

Note: All exhibitors are requested to complete in full earnestly and accuracy the Declaration Form and send it to us according to our Time Schedule (deadline). ①A detailed and accurate description of exhibits and relevant cargoes, including major components and quantities must be specifically declared on the form. ②The abbreviations and shorter forms of all the exhibits should not appear on the declaration form. For machines and equipments, relevant model numbers and H.S. Numbers must be declared completely and accurately. For machines or machine tools without model numbers, technical manuals should be attached to the Declaration Form and picture. According to the regulations of the Customs Authority, if there is any fault found in the declaration, relative exhibits shall not be allowed for display in the exhibition, they will be compelled to be directly returned from China, and a fine will be imposed by the customs.③Catalogues, display materials, souvenirs, gifts, give-away items, foodstuffs, beverages, cigarettes etc. must also be clearly listed on the declaration form in detail. Duties will be levied for foodstuffs, beverages, alcoholic drinks, tobaccos, cigarettes (only to be allowed for self-use or self-consumption during the exhibition) as well as watches, calculators, souvenirs, gifts and give-away items (All the give-away items must bear the symbol of the exhibitor's company and can only be given away after the inspection and approval of the Customs Authority and the Quarantine Authority). ④The materials should be declared in details for stand or its fittings with value of over USD100.00.⑤Hand-carried exhibits brought to the exhibition must also be declared on an additional form. ⑥For containerized exhibits, exhibitors are requested to mark on each Declaration Form the container number under which exhibits are contained according to correct and clear serial number of the cases, so as to facilitate customs clearance and on-site handling.⑦Exhibitors are reminded that measurement and weight of exhibits completed on the Declaration Form must be strictly accurate as per the actual exhibits. Otherwise, a 30% penalty will be added to our respective handling charges on the basis of the actual measurement and weight of the exhibits once our on-site staff detects any false declaration. Furthermore, any loss of facilities and persons of our company or the exhibition center, due to exhibitors' false declaration of measurement and weight of exhibits, will be reimbursed by exhibitors. All the penalty or reimbursement will be collected at the exhibition site.

Goods cannot be abandoned without the approval of the Customs.

When the gross weight of an individual case of exhibits exceeds 3000kgs or when the total volume is substantial, i.e. over 5 cubic meters, exhibitors should submit a **drawn-to-scale layout** to facilitate transport and positioning of their exhibits. Case number and front side of the case must be clearly shown on the layout as well as on the case.

5. Consignment instruction

All cargoes must be consigned “FREIGHT PREPAID” to the following consignees:

Consignee: Sinotrans Beijing Fairs & Events logistics Co., Ltd

Tel: 86-10-64671724

Contact: Mr. Chen Xi

Notify Party: CHINA FVF 2015

If exhibitors do not consign their shipments strictly in accordance with the above **Consignment Instructions**, they must bear all the responsibilities and accumulated expenses arising thereof (e.g. delayed pick-up & delivery of the exhibits and/or the extra fees for special release of the exhibits by air shipping companies etc.).

Once shipment is made, please advise us by fax or e-mail of shipment details including: copy of B/L, copy of AWB, Declaration Form, Commercial invoice, Packing list, Insurance policy, **copy of ATA Carnet**.

6. Materials for censoring

It is stipulated by the Chinese Customs Authority that:

“Advertising materials, literatures and audio/video materials including films, lantern slides, recording tapes, video tapes, optical discs and magnetic media products, records, photos, maps, illustrations, directions, souvenirs, gifts, give-aways and other publicity materials shall be allowed for display or use at the exhibition only after exhibitors have presented beforehand the above mentioned materials to the Customs Authority for inspection and approval. Anything concerning political issues and any sign of ROC is not allowed to appear on above materials.”

Therefore, exhibitors shall not make use of these materials before censoring. For this purpose, exhibitors should send samples of the above materials (2 copies) to us together with Declaration Form according to our time schedule. All these materials will be handed over to the customs for inspection in advance.

7. Hand - carried exhibits

Exhibitors with small enough exhibits can hand-carry them to the exhibition, although they should declare to the customs at the Beijing Capital Airport that their hand-carried items are for exhibition purpose. If the hand-carried items are detained by the customs at the airport, exhibitors should hand over the Detention Receipt and Declaration Form (duly filled out) to our staff at the exhibition site to arrange pick-up of the exhibits from the airport. Exhibitors arriving late with hand-carried exhibits should be prepared that the customs formalities and pick-up procedures may take up one to two days. In addition, exhibitors must fax or e-mail us their Declaration Form of hand-carried exhibits (including number of packages, weight, measurement, description and value of the exhibits) beforehand. Charges for arranging the above procedures will be collected at the exhibition site.

These hand-carried exhibits will be returned to overseas as a shipment after the exhibition. However, if exhibitors intend to hand-carry them back, these exhibits must be supervised to the airport by our staff due to the requirement of customs, and those under **ATA carnet** will be treated the same way.

8. Heavy and/or oversized exhibits

Exhibitors who have heavy and/or oversized exhibits (i.e. individual package / pieces weighing more than 3000kgs and/or its volume being over 5 cbms) must be on-site all the time during the move-in and move-out periods in order to direct the operation of unpacking, positioning, and repacking of the exhibits. If any manpower, a crane, a forklift, a truck, or a trailer is required for assembly of an exhibit, including removing its wooden base

during move-in period or for disassembly of the exhibit, including padding its wooden base during the move-out period, exhibitors should **send their requirements to us in advance**. Charges for hiring such facility are covered in our Tariff. A **detailed layout** of exhibits should **also be submitted to us** for better on-site operations. If no layout has been submitted or no instruction is given, exhibits will be delivered and placed arbitrarily on the stand.

Extra expenses will be levied if exhibitors request any repositioning of the exhibits thereafter.

It is imperative to mount the heavy exhibit firmly on a sturdy base with skid in order to protect the exhibit while being hoisted and positioned. Cases for heavy exhibits should be so constructed that the sides are jointed by bolts rather than by nails or screws. This will prevent the cases from being damaged during unpacking and will save considerable time, especially during the exhibition closing. Please mark the “**front side**” of the cases clearly to ensure correct positioning.

9. Packing of exhibits

Exhibitors shall be responsible for the consequences of improper packing.

*A. Protection against damage and rain

Because the exhibits are repeatedly loaded and unloaded during transportation, shocking or bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including **open-air storage** at the exhibition site before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and adverse weather conditions. We can not assume any responsibility for the damage, especially when return exhibits are to be repacked with the used packing materials (the cases as well as aluminum foils, plastic covers etc. would have already been damaged during unpacking).

*B. The case

The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking and for sale or return movement after the exhibition. Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate items.

10. Case marking

The following marking must be painted **on two opposite sides** of each case:

Name of exhibition					
Name of exhibitor					
Stand No			Case No		
Gross weight		Net weigh		Dimensions	

Please also mark “**FRONT**” & “**CENTER OF GRAVITY**” on packages as well.

11. Unpacking and repacking of exhibits

We will deliver exhibits to stands, assist unpacking and repacking and customs clearance with the signature of exhibitors or their authorized agents. Exhibitors are highly recommended that their representatives are **present on-site** during the move-in & move-out periods to **supervise** positioning, unpacking, and repacking of exhibits. This is especially important for the more **delicate or heavy exhibits**, as the on-site operations will be carried out **at the exhibitors’ risk**.

We will not be responsible for delay of customs clearance and positioning/displaying of exhibits due to late arrival of exhibitors’ representatives or without receiving explicit instructions from exhibitors beforehand.

Exhibitors should not be allowed either to take any of their exhibits out of the exhibition site before, during, or after the exhibition without the customs inspection and approval, or to unpack their exhibits on-site without prior

arrangement with the Customs through us. We shall not be responsible for any confiscation or fines arising thereof.

When exhibits are repacked with used packing materials, these packing are regarded as no longer suitable to protect exhibits against damage/moisture compared with the originals. Exhibitors shall therefore bear the responsibility for the consequences arising thereof.

12. Insurance

Naturally no insurance has been covered in our tariff and all work is undertaken by us at **owners' risk**. Thus, exhibitors should arrange a proper **round-trip (including exhibition period) of all risk insurance** for their exhibits and such insurance must include a waiver of subrogation against Sinotrans Beijing Company and its agents and/or subcontractors. It is advisable to insure exhibits through the company, The People's Insurance Company of China. Exhibitors should also bring a copy of the insurance policy to Beijing with them. It will be required in case exhibitors need to file a claim for damage or loss in China.

Sinotrans Beijing Company will not be responsible for any loss of or damage to exhibits, which are not insured by exhibitors.

According to the regulations of the customs exhibition bonded warehouse, all the exhibits stored in the bonded warehouse should be insured against all risks. Any loss of or damage to the exhibits in the warehouse should be borne by the relative insurer. Upon request, the Customs Bonded Warehouse can arrange this kind of insurance on behalf of exhibitors. If the exhibits are not insured or the insurance of which can not cover the possible risks occurred in the warehouse, exhibitors should declare the value of the exhibits to the warehouse and pay for the additional charges thereof. The compensation for such exhibits should be subject to the regulation of the customs bonded warehouse, and Sinotrans Beijing Company will not bear any responsibilities thereof.

13. Quarantine inspection

According to the quarantine law of China, all the incoming exhibits (including their packages) have to be quarantined before they arrive in China. Once plant disease and insect pests are detected on the incoming cargos (including exhibits and their packages) or the quarantine mark thereon is not in conformity with the stipulation of the Quarantine Authority of China, such cargos will be disinfected or fumigated in China, or will be ordered to return directly from port of China by the Quarantine Authority of China (please refer to our Tariff for relevant charges).

A. Packing materials

Areas of Application

All countries / cities (Including Hong Kong SAR, Macau SAR and Taiwan)

Scope of Application

All non-processed/raw wood packing materials to be used to bear, pack, pad, support and reinforce the goods, such as wooden case, crate, pallet, axle, wedge/peg, pad, sleeper, lining, frame, pole and etc.

Scope of Exemption

All processed wood packaging materials including synthetic wood or wood which is thoroughly processed after being heated and pressed, such as plywood, shaving board, fiberboard core, sawdust, wood wool and shavings etc. and other wood materials with their thickness equal to or less than 6 mm.

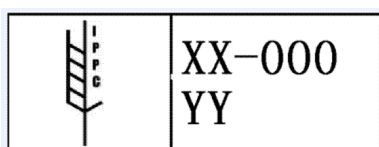
Requirement of Application

All import wood packing materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation under the supervision of the quarantine authority of the export country or territory according to the

International Plant Protection Convention (IPPC), and the Mark of IPPC (as below sample) in black color should be put (stuck) on two opposite sides of the treated wooden package.

The Mark should include the abbreviation of the International Plant Protection Convention -- IPPC, the ISO two-letter country code of the country of departure shown on the B/L, the wood packing producing enterprise special code approved by official plant quarantine authorities in the export country and treatment measures (HT or MB). If the wood packing materials don't bear the approved IPPC mark, or the IPPC mark on them doesn't accord with the requirement, or live harmful organisms are detected on them though they bear the approved mark upon the spot inspection of the quarantine authority, such packing materials will be phyto-sanitarily treated (by MB or HT) or such packing materials together with the exhibits therein will be ordered to be returned to the export country.

Sample of Marking



Where:

IPPC-Abbreviation of "International Plant Protection Convention"

XX-International Standardization Organization (ISO) two-letter country code (of the country of departure)

000-Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories

YY-The phytosanitary treatment measures, Methyl Bromide Fumigating--MB, Heat Treatment--HT

For goods that are not packed with wood packing materials or are not loaded with wooden pallets, exhibitors are required to submit a letter of **DECLARATION OF NON-WOOD PACKING MATERIAL**.

B. Wadding inside the packages

According to the regulations of the Quarantine Authority, all the wadding (materials) inside the packages must be new, nonpoisonous, harmless and standardized. Otherwise, the exhibits will not be allowed for display on the stand.

C. Foods, animals, plants and their products

i) For animals/plants and their products including live animals/plants, seeds, dairy products, fresh fruits, Declaration form and Temporary Import application should be submitted to us in advance, and cargos can only be shipped after the permission of the Chinese AQSIQ (Quarantine Authority). It will take 30 working days to obtain the import permit from AQSIQ.

ii) For processed and well packed foods, including wines, fruits, vegetables, tins, seeds, etc. exhibitors are required to submit the following certificates to the Chinese Quarantine Authority before such foods are delivered to stands.

a) Certificate of Origin;

b) Health and Sanitation Certificate issued by the government department of the export country.

c) Sample of exhibits (3 pcs for each kind)

iii) If exhibits under the category of fresh flowers (without soil) are intended for relative and specialized exhibitions, the exhibitors must submit the official quarantine certificate (the original one issued by the export country) to the Quarantine Authority of China through us, and such cargos can be delivered to stands only after the inspection from the Quarantine Authority of China.

NOTES: For above food & beverage samples and cosmetics etc., exhibitors are required to ship cargos 10 days

earlier than the deadlines stipulated in our shipping guideline, because it will take 10 working days for the quarantine authority to inspect the samples of such goods. If such goods prove to be qualified after the inspection, they can be tasted or consumed during the show. Otherwise, all the goods can only be displayed during the show, and after the show they must be returned intact to the export country or abandoned to the customs and quarantine authorities for the final destruction disposal thereof.

According to the quarantine authority, any kind of meat and dairy products are not allowed to be imported into China. So exhibitors are suggested not to transport or carry any of the said products.

For return shipments, some countries' governments require that wooden cases and/or wooden pallets containing the return exhibits **must be fumigated** before they leave China. We can arrange the fumigation for such shipments or make new packages being suitable to the quarantine requirement of the destination country upon request of the exhibitor and/or its agent. The charges thereof will be advised.

Because the fumigation procedure will require extra time and care, exhibitors are reminded that their exhibits will take a significantly longer time to receive.

All the charges of quarantine inspection and/or fumigation etc. for the incoming and return shipments will be levied according to **our Tariff (See the attachment)**.

14. Move-in of exhibition

During the move-in period, we will deliver exhibits to booths on time and assist exhibitors in unpacking and positioning the exhibits according to the request of exhibitors and their agents. Meanwhile, exhibitors will fill out the exhibit delivery note in order to confirm that all the inbound handling charges are paid off before the move-in of the exhibits, and that exhibitors have strictly observed the regulations of the customs and quarantine authorities.

15. Closing of exhibition

The following documents will be distributed to exhibitors before exhibition closing:

- a) A copy of the Declaration Form previously submitted to us
- b) A form of Instructions for Disposal of Exhibits
- c) Packing List of Exhibits to be returned

We will start to return empty cases from storage area to stands on the evening of the closing day.

Exhibitors, however, shall start repacking on the next day.

Upon exhibition closing, exhibitors are requested to declare to the customs on the Declaration Form the proper disposal instructions of their exhibits as follows:

- a) **Sold** b) **Returned** c) **Abandoned** d) **To be transferred** e) **Given away**

After the closing of the exhibition, all exhibits should be moved to the customs bonded warehouse due to the requirement of the customs. Relevant charges will be levied according to our Tariff.

Exhibitors must pay special attention to the following customs regulations:

- A. Declaration of contents in each package must be correct.
- B. Items (e.g. personal effects, souvenirs bought in China etc.) other than those declared exhibits are absolutely not allowed to be returned together with exhibits.
- C. Everything have been declared to the Customs before the exhibition opening, must not be disposed or taken away by exhibitors without being declared to the Customs after the closing of the exhibition. Otherwise, exhibitors should be responsible for any penalty by the Customs arising thereof.

16. Return of exhibits

All exhibits, which have not been sold, donated, abandoned, given away or transferred, must be returned to overseas after the closing of the exhibition.

According to the regulations of the Chinese Customs Authority, all exhibits must be disposed of within 4 months after the close of the exhibition. That being said, exhibitors are suggested to submit to us the adequate disposal of the exhibits in writing prior to the above-stipulated time.

All return shipments will not be arranged before the exhibitors have gone through all Customs clearance requirements. Exhibits are to be handed over with their instructions. Once these instructions have been carried out with customs and relevant transportation parties, any changes will not be accepted.

According to the regulations of customs, the customs broking agent (Sinotrans Beijing Company,) will arrange the space booking for air and sea shipment returns. Otherwise, we will not be responsible for any consequences arising thereafter.

17. Containerized exhibits

Exhibitors are reminded that container numbers must be correctly and clearly marked on respective Declaration Forms.

Exhibitors are requested to submit us a **written instruction for disposal of empty containers** before devanning, specifying empty containers to be returned to container yard (CY) upon devanning or empty containers to be detained for return shipments. Otherwise, The entire detention fee as well as the storage charge arising thereof will be for exhibitors' account.

According to the shipping agencies, **detention fees will also be applicable to containers with return shipments**. These detention fees will be calculated until full load containers are returned to carriers.

18. Terms of payment

A. The **estimated pre-payment** must reach our bank account **before 9th Spe.**

B. The **balance dues for inbound and outbound movement** must reach our bank account before bills of lading of return shipments, and/or sold exhibits are released by us.

C. We will collect all charges strictly according to the Exhibit Handling Tariff that should be taken into account by exhibitors or their agents.

D. Remittance of payment

Please remit the payment to:

Name of Bank: **BANK OF CHINA, BEIJING BRANCH**
Swift Code: **BKCH CN BJ 110**
Address of Bank: **NO.2 ChaoYangMenNeiDaJie,DongCheng District, Beijing, China**
Account Number: **RMB: 320763166597**
USD: 337663392414
Receiver: **Sinotrans Beijing Fairs & Events Logistics CO., LTD**
Remark or messages:

19. Conditions of business & exhibitors' acceptance

All business is transacted in accordance with our Conditions of Business. Copy is available upon application. The use of Sinotrans Beijing Company's services implies acknowledgment and acceptance of the foregoing.

--END--

Shipping in Samples

1. Contact Person:

Mr. Yang Tianwei from China FVF (yangtw@chgie.com) in charge of the paperwork on AQSIQ Quarantine approval.

Mr. Chen Xi from Sinotrans on clearance. (bjchxi@163.com)

2. Procedures:

Paperwork are done with each exhibitor as a separate identity. Each exhibitor who sends out samples will be regarded as one shipment. So please contact Mr. Yang.

What we need from each co-exhibitor:

- 1) Estimate of samples to be shipped in, stating type (e.g. apple), category (e.g. gala apple), HS code (if you can find it. If not, we will find it in the system), weight (max. 200 kg for each category), company name, country of origin before Aug. 7th. Please separate the ones with protocol to be imported and those without protocol.
- 2) Once we get the list, we will work on Quarantine Approval from AQSIQ.
- 3) We will email the exhibitor a copy of the Quarantine certificate, with which the exhibitor can start preparing for their Certificate of Origin and Phytosanitary Certificate.
- 4) Meanwhile, exhibitors can arrange with airlines on shipping. We advise the shipment arriving at Beijing Capital airport on or before Sept. 3 (Thursday). Before shipping out, please email Mr. Chen Xi copies of Certificate of Origin, Phytosanitary Certificate, Declaration Form, Commercial Invoice, and Airway bill. The original documents should be sent out on the same airline as the cargo.

3. Handling Tariff

- (1) Customs broker handling fee: RMB1000.00/shipment
- (2) Quarantine declaration service fee : RMB 1000.00/ shipment
- (3) Basic handling charge: RMB8/kg (Min: RMB 1600.00/ shipment)
- (4) Tax & Duty: Collected according to actual outlay.
- (5) Destruction fee RMB1000/ shipment
- (6) Airport handling charge: RMB3/kg (Min: RMB500.00/ shipment)
- (7) Airport storage charge(cold store):RMB1.5/kg/day (Min:100kg)
- (8) Warehouse handling fee: RMB 80.00/cbm (Min:1cbm)
- (9) Customs warehouse storage charge: RMB 0.2/kg/day (Min:100kg)
- (10) Cold container storage charge on-site: RMB400/day/exhibitor (Optional)

4. Documents

Documents needed for customs clearance and other procedures:

- *Certificate of Origin, Phytosanitary Certificate --- 1 original & 1 copy
- *Declaration Form (see attachment) --- **3 copies**
- *Commercial invoice --- **1 copy**
- *Airway bill --- **1 copy**
- *Insurance policy --- **1 copy**

5. Time Schedule and relevant Deadlines.

- *Cargo arrival at Beijing Capital Airport --- **before 3rd Sep.**
- *All documents reaching us --- **before 20th Aug.**
- *Cargo delivery to exhibition hall ----- **before 8th Sep.**
- *Cargo disposal notification to us ----- **before 11th Sep.**

*Empty package returning to stand and cargo delivery to storage area ----**before 11th Sep.**

The above time schedule and relevant deadlines for documents, information, exhibits and payment must be rigidly

observed and we will not be responsible for any consequences due to the late arrival thereof.

6. Consignment instruction

All cargoes must be consigned “FREIGHT PREPAID” to the following consignees:

Consignee: Sinotrans Beijing Fairs & Events logistics Co., Ltd

Tel: 86-10-64671724

Contact: Mr. Chen Xi

Notify Party: CHINA FVF 2015

7. Terms of payment

A. The **estimated pre-payment** must reach our bank account **before 9th Sept.**

B. The **balance dues for inbound and outbound movement** must reach our bank account before bills of lading of return shipments, and/or sold exhibits are released by us.

C. We will collect all charges strictly according to the Exhibit Handling Tariff that should be taken into account by exhibitors or their agents.

D. Remittance of payment

Please remit the payment to:

Name of Bank: **BANK OF CHINA, BEIJING BRANCH**

Swift Code: **BKCH CN BJ 110**

Address of Bank: **NO.2 ChaoYangMenNeiDaJie,DongCheng District, Beijing, China**

Account Number: **RMB: 320763166597**

USD: 337663392414

Receiver: **Sinotrans Beijing Fairs & Events Logistics CO., LTD**

END



中国外运北京公司暂准进口展览品报关清单

DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS

展览会名称:					日期:					地点:				
NAME OF EXHIBITION					DURATION					VENUE				
参展公司:			国别/地区:		展馆/展台号:			运单号:			总件数:			
EXHIBITOR			COUNTRY/REGION		HALL/BOOTH No.			B/L No.			TTL PCS			
箱号CASE No.		毛重: 公斤	净重: 公斤	原产地:	长	宽	高	(厘米)		立方米	集装箱号CONTR No.			
		G.WEIGHT KGS	N.WEIGHT KGS	ORIGINAL	L	M	H	(CM)		CBM				
序号	商品代号	展品内容规格型号 (英文)		展品内容规格型号 (中文)		单位	数量	单价 UNIT	总价 TOTAL	处理方式				
No.	H. S. NUMBER	DESCRIPTION OF CONTENTS IN ENGLISH		DESCRIPTION OF CONTENTS IN CHINESE		UNIT	QUANTITY	(USD)	(USD)	DISPOSAL				
制单人 (签字):			报关批号:			本批次顺序		本批次顺序		总价值合计				
SIGNATURE						第 页		第 箱		SUM TOTAL				